

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.

February 15, 1949

BUREAU MEMORANDUM NO. 413

SUGGESTION AWARDS PROGRAM.

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION  
HEADS AND THOSE IN CHARGE OF FIELD STATIONS:

The participation of our Bureau in the Suggestion Awards Program of the Department has been gratifying to all who have been concerned with the development of this procedure. However, we have noticed that the great majority of the suggestions have been submitted by clerical and administrative employees whereas this group constitutes only a relatively small segment of our total personnel. The thought has been advanced by members of the Bureau's Suggestion Awards Committee that perhaps suggestions would be forthcoming from the professional, subprofessional and the operating and maintenance employee if assistance in preparing such submission was more readily available. This appears to be a highly desirable arrangement and one which I feel should be put into effect promptly. Accordingly, if at any time anyone wishes to submit a suggestion or report an improved procedure or technique, but is uncertain as to the proper method of presentation, he should feel free to consult with the Suggestion Awards Committee member located in his laboratory or region. These Committee members are as follows:

Mr. Paul K. Knierim, Office of the Chief of Bureau  
Dr. David J. Price, Office of the Chief of Bureau  
Dr. D. J. Sorber, WRRL, Albany, California  
Dr. C. O. Willits, ERRL, Wyndmoor, Pennsylvania  
Dr. A. C. Beckel, NRRL, Peoria, Illinois  
Miss Mary E. Rollins, SRRL, New Orleans, Louisiana

The above Committee members will be glad to assist in the preparation of the suggestion or report by indicating the procedure to be followed and by furnishing such advice in this connection as may be required.





